

12/17/04

November 2005 Election Candidacy Requirements For Floyd Town Council

2005 ELECTION CALENDAR

Town Council of Floyd

ELECTION TYPE	ELECTION DATE	² DEADLINES (PERIODS) FOR FILING			LAST DAY TO REGISTER TO VOTE	DEADLINE TO APPLY FOR ABSENTEE BALLOT
		¹ CANDIDATE DECLARATIONS/ PETITIONS	¹ OTHER CANDIDATE FORMS	PARTY CHAIRS CERTIFY CANDIDATES		
¹ General	November 8	June 14 7:00 p.m.	June 14 7:00 p.m.	N/A	³ October 11 5:00 p.m.	By Mail: November 3 In Person: November 5

¹ See the following pages for specifics as to forms required and where to be filed. The bulletin and forms are available on our website: WWW.SBE.VIRGINIA.GOV

OR

from the State Board of Elections. VOICE: In the Richmond area, telephone 864-8901. Toll-free: 800-552-9745 TTY Toll free 800-260-3466.

² For candidates for special elections to fill vacancies, **the deadline for all candidates** to file all required forms and for political parties to **nominate and certify** nominees is **7:00 p.m. on Tuesday, June 14, 2005.**

³ Monday, October 10 is a legal holiday (Columbus Day). Therefore, the last day to register to vote is the next business day (Tuesday, October 11, 2005).

ON ANY ELECTION DAY - WHETHER GENERAL, PRIMARY, OR SPECIAL - THE POLLS ARE REQUIRED TO OPEN AT 6:00 A.M. AND CLOSE AT 7:00 P.M.



INTRODUCTION

This bulletin and all required forms are available on our website:

http://www.sbe.virginia.gov/election/candidates/For_candidates/candidates_info.htm

Each document is explained in Item VI on Page 4 herein.

The filing deadline and the officer with whom the qualifying forms are filed also are addressed.

Your particular attention is called to Item III on Pages 1 and 2. This section addresses advertising and campaign material identification.

Should you have questions relating to your candidacy, please do not hesitate to call us on our toll-free line 800-552-9745 and ask for the Election Services Division. You also can reach us at 804-864-8901.





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I. TOWN OFFICES

Council Members

Two councilmen will be elected as specified in your Town Charter.

II. ELECTION DISTRICT

The Election District means the Town of Floyd.

III. ADVERTISING AND CAMPAIGN MATERIALS

The Campaign Finance Disclosure Act (CFDA) imposes certain requirements relating to advertising and identification of campaign ads and materials, including sample ballots.

Refer to the *Summary of the Campaign Finance Disclosure Act* (CFDA) and the *Stand By Your Ad Summary* published by the State Board of Elections for specific requirements. If you have questions on the Act, please call our toll-free line and ask for the Campaign Finance Division.

The following *additional* information is provided for your information:

A. Sample Ballots

Any **sample** of a paper or voting equipment **ballot** must contain the words **SAMPLE BALLOT**, the appropriate authority statement required by the CFDA and, in addition, must:

- (a) contain the words **SAMPLE BALLOT** in not less than 24 point type; and
- (b) if a **paper ballot** be printed on paper of a color **other than white**.

B. Posting

Campaign materials may **NOT** be posted on any state-owned right of way [see Page 3 herein]. Contact your County Administrator to determine whether local ordinances prohibit or restrict the posting of campaign materials.

No locality shall have the authority to prohibit the display of political campaign signs on **private property** if the signs are in compliance with zoning and right of way restrictions applicable to temporary nonpolitical signs and if the signs have been posted with the permission of the owner of the property. [§15.2-109 of the Code of Virginia]

III. ADVERTISING AND CAMPAIGN MATERIALS (continued)

C. Violations

If you believe the law has been violated and you have facts concerning the violation, you should report them in writing to the Commonwealth's Attorney for the County of Floyd.

Violations of state-owned right of way restrictions should be reported to your regional Virginia Department of Transportation office.

IV. VDOT INFORMATION

A “clean” campaign is a sign of the times .



Don't “trash” your print budget or throw away volunteer time.

HIGHWAY WORKERS ARE REQUIRED BY LAW TO REMOVE POSTERS AND FLYERS ON SIGNS, GUARDRAILS - OR ANYWHERE ELSE ON STATE-OWNED RIGHT OF WAY. CAMPAIGN PRINT MATERIALS ARE TOO EXPENSIVE TO WIND UP IN THE BACK OF A VDOT TRUCK. AND VOLUNTEER TIME IS TOO VALUABLE TO BE WASTED ON PUTTING UP MATERIALS THAT ARE DESTINED TO COME DOWN.



Don't make highway workers “play politics” on the job.

PICKING UP POLITICAL MATERIALS IS A COSTLY ACTIVITY FOR VDOT. BUT THE COST TO THE CANDIDATE COULD BE EVEN HIGHER. VOTERS DON'T LIKE TO SEE THEIR TAX DOLLARS SUPPORTING SUCH ACTIVITIES. THEY EXPECT TO SEE HIGHWAY WORKERS PATCHING POTHOLES, FILLING LOW SHOULDERS, OR MOWING GRASS.



Don't let campaign materials turn into litter.

MANY VOTERS VOLUNTEER THEIR TIME TO CLEAN UP ROADSIDES IN VDOT'S “ADOPT-A-HIGHWAY” PROGRAM. AFTER SPENDING SEVERAL BACK-BREAKING HOURS BENDING OVER TO PICK UP POLITICAL POSTERS, THEY WON'T FEEL TOO KINDLY TOWARDS THE NAMES AND FACES THAT THEY SEE OVER AND OVER AGAIN.



Don't get “stuck” by bumper stickers.

ONE LITTLE BUMPER STICKER CAN CAUSE A LOT OF EXPENSE. IF APPLIED TO A ROADSIDE SIGN, THE STICKY RESIDUE IS ALMOST IMPOSSIBLE TO REMOVE. THE SIGN MAY HAVE TO BE REPLACED ENTIRELY. THE LARGE GREEN HIGHWAY SIGNS, FOR EXAMPLE, CAN COST UP TO \$800. EVEN A HUMBLE STOP SIGN COSTS MORE THAN \$50. DON'T RISK ALIENATING VOTERS BY DESTROYING THE VERY SIGNS THAT THEIR TAX DOLLARS HAVE PAID FOR.



Don't risk your candidate's image.

IT IS ILLEGAL TO PLACE POLITICAL SIGNS ON STATE-OWNED RIGHT OF WAY. YOU WANT CITIZENS TO VIEW YOUR CANDIDATE AS A LAWMAKER - NOT A LAW-BREAKER.



Don't risk someone's life.

ONE MISPLACED SIGN AT AN INTERSECTION COULD BLOCK A MOTORIST'S VISION - AND COST SOMEONE HIS LIFE. THAT'S WHY VDOT TRAFFIC ENGINEERS REVIEW THE PLACEMENT AND POSITION OF EACH HIGHWAY SIGN TO ENSURE SAFETY - AND TO MINIMIZE “VISUAL CLUTTER”. UNDERSTANDABLY, CAMPAIGN VOLUNTEERS ARE THINKING ABOUT VICTORY - NOT SAFETY. AND THAT COULD POSE A DEADLY PROBLEM.

DO put signs, posters, and other campaign materials anywhere you want on private property with the owner's permission, of course. And because political signs and posters located off the right of way aren't considered “outdoor advertising”, you won't even need a permit.

VDOT - call your local Virginia Department of Transportation office for details.

V. QUALIFICATIONS TO BE A CANDIDATE

A candidate must be:

- ◆ Qualified to vote for and hold the office sought;
- ◆ A resident of the Commonwealth for one year immediately preceding the election; and
- ◆ A resident, by the time of filing, of the Town of Floyd.

VI. DOCUMENTS REQUIRED TO BE FILED

A candidate must file certain documents in order to qualify to appear on the ballot. Each form is described below. An explanation of who is required to file each item also is provided. Each document can be downloaded from our website:

<http://www.sbe.virginia.gov/Election/Candidates/Forms/>

A. Certificate of Candidate Qualification

This document is prepared and distributed by the State Board of Elections. **All** candidates are required to file this form.

B. Declaration of Candidacy

This document is prepared and distributed by the State Board of Elections. It must be filed by **all** candidates.

C. Petition of Qualified Voters

No petitions are required because the Town of Floyd has fewer than 1,500 registered voters.

VII. FILING DEADLINE AND WHERE TO FILE**For An Independent (Non-Party) Candidate**

Items 1 and 2 listed below **must be received** by the *General Registrar* by the filing deadline. Postmarks are acceptable **only** for Item 2 and **only** if it is mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the office with which the forms are filed.

REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Declaration of Candidacy	General Registrar of	7:00 p.m.
*2. Certificate of Candidate Qualification	Floyd County	6/14/05

DO'S AND DON'TS FOR A GENERAL OR SPECIAL ELECTION

See http://www.sbe.virginia.gov/Election/Candidates/Bulletins/local-offices/DOS_DONTS1_GE.pdf

and

GUIDELINES FOR POLLWORKERS AND AUTHORIZED REPRESENTATIVES

See http://www.sbe.virginia.gov/Election/Candidates/Bulletins/local-offices/DOS_DONTS2G.pdf

Provide this information to any person who will either serve as your representative inside the polls or work for you outside the polls on election day.

**Any person who fails to file all the required forms by the above deadline
May NOT have his name printed on the General or Special Election ballot.**

* Refer to Page 4 herein for details.

VIII. NOTICE OF DEFICIENCIES IN DECLARATION

An independent (non-party) candidate may request notification of any problems with his filing that can be corrected before the filing deadline. This request **must be in writing** as required by § 24.2-505 of the *Code of Virginia*.

This letter must be addressed to the Secretary of the Electoral Board of Floyd County. It must accompany the declaration of candidacy filed with the General Registrar.

The written request **does not guarantee** timely response. Certain factors, such as the number of filings, may affect the electoral board's ability to comply with the request. It is suggested that documents be filed **at least ten [10] working days before the filing deadline** if this notice is requested.

IX. ORDER OF NAMES ON BALLOTS

In General Elections

Independent (non-party) candidates appear in alphabetical order.

X. THE SUCCESSFUL CANDIDATE

The successful candidate in a *general election* is required by law to qualify and take the oath of office no later than the day of the initial meeting of the new town council; in a *special election*, within thirty days of the election. Failure to so qualify creates a vacancy in the office.

XI. FREQUENTLY ASKED QUESTIONS

Listed below are the most commonly asked questions. If you need further details, please call us on our toll-free number.

A. Who may circulate a candidate's petitions?

A candidate may circulate his own petitions but is not required to do so. A candidate's petitions may be circulated by any person who is, or who is eligible to be, a qualified voter of the Town of Floyd.

The circulator must affirm before a notary or other person authorized to administer oaths, that he **personally witnessed** the affixing of the signatures. Falsely taking this affidavit is a felony under Virginia law. The circulator can **NEVER** leave the petition unattended, i.e., left on the counter at a grocery store, restaurant, etc.

B. I am circulating a petition for a candidate. May I also sign as a qualified voter the petition that I am circulating?

I am a Notary circulating petitions for a candidate. May I notarize the petition pages I circulate?

NO TO BOTH. The person circulating the petition must swear, under oath, that he **personally witnessed** the affixing of the signatures on the petition and no person can witness his/her own signature.

C. I am a candidate and a Notary. May I notarize the petition pages circulated by other persons?

NO. § 47.1-30 of the *Code of Virginia* prohibits a notary from performing a notarial act on any document in which the notary or his spouse is a party, **or** in which either of them has a direct beneficial interest.

Any Notary who violates these provisions is considered guilty of official misconduct, may be removed from office and may be subject to other penalties.

XI. FREQUENTLY ASKED QUESTIONS (continued)

- D. I work for the federal government; can I be a candidate?

Pursuant to the federal law commonly known as the Hatch Act, you may be a candidate in a **non-partisan election** or, if you live in the Counties of Arlington, Fairfax, Loudoun, Prince William, Spotsylvania or Stafford, you may be an **independent candidate for local office in a partisan election**. An election is considered partisan if any of the candidates for the office you would seek are nominated by a political party.

To determine whether you might also be affected by the rules and regulations of the agency for which you work, **contact your personnel officer**.

It should also be noted that most employees of the legislative branch of the federal government are not covered by the Hatch Act but may be affected by other rules and regulations.

- E. I work for the state or a local government; can I be a candidate?

Some state and local government employees **are prohibited** from being candidates. You may be so prohibited if your Agency receives federal funds. **Contact the personnel officer where you work**. If necessary, present the facts of your case in writing, including the office you wish to seek, to the **Office of the Special Counsel**, 1730 M Street NW, Suite 300, Washington, D. C. 20036. That office will determine if you are affected by the Hatch Act.

Most state and local government employees are not prohibited by law from being a candidate. However, you may be affected by the rules and regulations of the agency or ordinances of the government for which you work. **Contact your personnel officer**.

- F. I do business with my local government; am I prohibited from holding office on its governing body due to a conflict of interest?

Contact an attorney as to whether the provisions of the State and Local Government Conflict of Interests Act [§§ 2.2-3100 through 2.2-3131 of the *Code of Virginia*] might affect your ability to hold the office you intend to seek.

- G. Can a political party endorse a candidate for any elected town council office?

YES. Endorsements **do not constitute** nomination by the political party.